

Your  
Seattle  
City Light

*0 / file*  
*mls*  
Memorandum



DATE : April 24, 1978  
TO : Rebecca K. Wiess  
FROM : *15* Ken Gorohoff  
SUBJECT : Work-Study Student Job Description

The Safety Unit concurs with the job description that you have outlined in your memorandum of April 18, 1978.

The Safety Unit believes the Position Description should be extended to include "under the direction of the Administrative Services' Safety Unit." The Safety Unit feels they will provide a great deal of direction and assistance to the work study student during the time he is working on the project.

LP:mgs

*I agree  
RKW*

cc: K. Gorohoff  
L. Peha  
File

# Memorandum



JE7

DATE : April 18, 1978  
TO : Lee Peha  
FROM : Rebecca K. Wiess (Sgd.) Rebecca Wiess  
SUBJECT : Work-Study Student Job Description

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Attached is a draft job description for a work-study student this summer to work on toxic substances and hazardous materials inventory. Please review and submit any comments you have by Monday, April 24.

MLO:ag  
Attachment

cc: Wiess  
O'Neill  
OEA (3)  
File

## DRAFT JOB DESCRIPTION FOR WORK-STUDY STUDENT

### POSITION DESCRIPTION:

To work under the direction of the Office of Environmental Affairs to compile an inventory of the toxic or hazardous materials used in the Lighting Department. Following this compilation, the employee will do a literature search regarding the known environmental and health effects of these substances, using available information from the various libraries, data banks, and federal/state agencies. Upon completion, the employee will write a written report summarizing the information obtained.

### QUALIFICATIONS:

Advanced undergraduate or graduate student in chemistry or environmental health with training in toxicology. Students in other disciplines with training in toxicology are also encouraged to apply.

### DESIRED KNOWLEDGE AND ABILITIES:

Ability to communicate effectively both orally and in writing.

Ability to work independently.

Ability to work with people.

Knowledge of fundamentals of chemistry including organic and bio-chemistry.

Knowledge of methods used in the analysis of toxic substances.

MLO:ag

4/18/78

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